



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

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Job Classification

Inspector

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Posting Number

PN# 110811

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Department

Houston Airport System

5

Division

Ellington Field

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Section

Facilities Administration

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Reporting Location

510 Ellington Field\*

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Workdays & Hours

Shift work, including rotation, weekends and holidays\*

\*Subject to change

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**DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

Performs technical and non-technical inspections with regard to the automotive fleet. Verifies operations and maintenance compliance in pre-scheduled frequencies. Confirms contract scope and repair requirements. Inspects the activities of service contractors. Responds to emergency or unscheduled contractor activities and collects detailed information for reviewing and modifying new service contracts. Compiles data for performance penalty calculations and confirms billing by contractors. Prepares evaluation reports for monthly performance meeting.

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**WORKING CONDITIONS**

Performing these duties will involve: visually observing and differentiating details and colors of objects; recognizing sound, tone and pitch; speaking and writing clearly and effectively; applying specialized information; adjusting to interruption and changes; operating city vehicles; working in hot, cold, and noisy work areas; standing, walking and sitting for extended periods; climbing stairs and ladders; dealing with people in tense situations, and lifting up to forty (40) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

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**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a High School Diploma/GED, and up to eighteen (18) months of education or training in the area of inspection to be performed.

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**MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of journey level experience related to area of inspection to be performed.

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**MINIMUM LICENSE REQUIREMENTS**

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

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**PREFERENCES**

Computer skills desired: Microsoft Word and Excel. Considerable knowledge of the City of Houston Building Code. Good knowledge of inspection and enforcement procedures used in facilities maintenance, as well as automotive, mechanical and electrical systems and quality control for service contract compliance. Ability to interpret contract specifications blueprints, drawings and diagrams. Ability to deal tactfully with clients, contractors, and the public.

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**SELECTION/SKILLS TEST REQUIRED**

Application review and/or interview.

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**SAFETY IMPACT POSITION**

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 18

\$ 1,480.00 - \$1,550.00 Biweekly

\$34,480.00 - \$40,300.00 Annually

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**OPENING DATE**

MAY 31, 2006

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**CLOSING DATE**

JUNE 13, 2006

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**APPLICATION PROCEDURES**

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or for advanced consideration submit online at:

www.fly2houston.com

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer